COMMITTEE ON EXCELLENCE IN TEACHING
University Standing Committee

The purpose of the Committee on the Excellence in Teaching is to promote excellence in teaching and provide high quality professional development in conjunction with the Center for Teaching Excellence.

ARTICLE I: Functions

A. To promote policies and programs with the University which will enhance the teaching/learning process.
B. To assist in the promotion and implementation of activities and programs planned by the Center for Teaching Excellence.
C. To make recommendations to and report findings to the Faculty Senate and Provost for established standards and criteria for implementation and funding of programs and projects related to excellence in teaching at LMU.
D. To make recommendations to the President or his or her designee for the appointment of the Director for the Center for Teaching Excellence.
E. To make recommendations to the Provost concerning the duties, evaluation, and reappointment of the Director for the Center for Teaching Excellence.

ARTICLE II: Members

A. The Committee has eight voting members selected from the full-time faculty and one ex-officio member who is the Director of the Center for Teaching Excellence.
B. The Committee is to be composed of representatives from each College of the University, the School of Education, and the School of Film and Television, with no more than two members from one school or college.
C. Members of the committee are appointed by the President of the University or his designee upon recommendation of the Faculty Senate.
D. Terms are for three (3) years commencing at the beginning of the academic year and may be renewed. Terms are staggered so that in any given year there are normally no more than two new members.
E. Members who are on sabbatical or leave of absence may continue their terms and simply not participate in Committee activities during their sabbatical or leave. If, during any semester, more than one member of the Committee is inactive due to a sabbatical or leave, the Chair of the Committee may ask the Faculty Senate to appoint a temporary replacement.
F. Any member of the Committee who wishes to submit an application or a proposal for a grant to the Committee will not participate in any Committee activities which involve the consideration of grant proposals. Members of the Committee are ineligible for consideration for Patricia Walsh Scholarship of Teaching and Learning Grants during the term of service on the Committee.
ARTICLE III: Officers and Duties
A. The Chair of the Committee is appointed by the President of the University or his
designee upon the recommendation of the Faculty Senate.
B. The Chair may be any continuing member of the committee.
C. The Chair shall convene meetings as needed, prepare agendas and minutes, and
preside at meetings.
D. In addition, the Chair shall convene the Committee for the purpose of approving
faculty development grants.
E. Annual reports will be sent to the Provost, Provost, Deans, the Faculty Senate,
and the CTE.
F. The term of the Chair is for three years and may be renewed.

ARTICLE IV: Meetings
A. Meetings are usually held on a monthly basis during the regular academic year.
B. Special meetings are to be held at the request of two or more members of the
Committee.
C. The Chair of the Committee, with the approval of three other members, may
request the removal and replacement of a Committee member for repeated
failure to attend meetings.
D. A quorum for voting consists of five members. All votes require the approval of
a majority of the quorum.
E. Minutes of meetings will be kept by the Chair and the CTE and distributed to
members of the Committee.
F. Meetings are usually held as face-to-face meetings; they may be held as
synchronous electronic or hybrid meetings, if so announced with the meeting
invitation and all available members have the electronic or other means to
participate in the meeting. During the first meeting of the academic year, the
committee will determine its procedures and processes for decision making and
discussion.
G. Discussions of proposals other than personnel or grant decisions may be
conducted electronically asynchronously without a meeting. The Chair of the
Committee may suggest such a discussion of a proposal to be discussed
electronically asynchronously in an electronic communication, in a meeting, in a
documented personal conversation, or a combination of these. Committee
members are given at least one week to object to an electronic asynchronous
discussion if the discussion was not decided upon during a meeting. All
members of the committee need to be informed about an electronic
asynchronous discussion. If two or more committee members object to an
electronic asynchronous discussion, the discussion of the topic has to occur
during a meeting.
H. Votes on proposals may be conducted electronically asynchronously if the
opportunity for a discussion was given beforehand. The Chair of the Committee
may suggest an electronic asynchronous vote on a proposal in an electronic communication, in a meeting, in a documented personal conversation, or a combination of these. If an electronic asynchronous vote is suggested at a meeting then the time frame and mode for the vote have to be decided at that meeting. If an electronic asynchronous vote is suggested by other means, then at least two business days have to be given between the conclusion of the discussion and the end of the vote. All members of the Committee need to be notified of the vote and its time frame at the conclusion of the discussion.

I. Minutes of the previous meeting, an agenda for the next meeting, and all major documents to be discussed at the meeting shall be circulated at least two business days in advance of any meeting.

J. Copies of the approved minutes and all relevant documents of the Committee are archived at the Center for Teaching Excellence.

ARTICLE V: Sub-Committees
A. Sub-committees, with officers as appropriate, may be appointed by the Chair.

Article VI: BYLAWS AMENDMENT PROCEDURES
A. Amendments to the bylaws may be presented at any meeting of the Committee by any member of the committee including the Director of the CTE, or in advance of the meeting along with the agenda. If amendments are first presented at a face-to-face meeting, they may not be voted on at the same meeting. Notice of any proposed amendment shall be sent in writing, or electronically, to all members of the Committee at least one week before they are voted on.

B. The vote to approve changes to the bylaws may be taken in person at a meeting or by means of an electronic vote conducted by the Chair of the Committee according to the rules of electronic votes. All members must agree to an electronic vote on a change to the bylaws; agreement may be obtained by the Chair of the Committee by an electronic poll, a face-to-face poll, or a combination of the two.

C. If the vote is conducted by electronic mail, at least one week must be allowed for the members of the Committee to email their vote. A two-thirds majority of the Committee shall suffice for preliminary approval of an amendment or a revision to the bylaws. The amendment and/or revised bylaws are subject to the approval of the Faculty Senate.

Adopted: November 1991
Revised: November 2000
Revised: April 2008
Revised: May 2011
Revised: February 2012